



JOB ANNOUNCEMENT

SECRETARY



Department/Division: Police Department

How to Apply: Submit Cover Letter, Resume, and City of West Des Moines Employment Application. **ALL materials must be submitted to be considered.**

Where to Apply: Human Resources Department (Address Below)

Deadline to Apply: April 2nd, 2010 @ 5:00pm

Rate of Pay: \$17.14 - \$24/hour

Employment Status: Full-time; FLSA: Non-Exempt

Civil Service Status: This is *NOT* a Civil Service Position

Regular Hours: Monday - Friday; 7:30am – 4:00 pm

Overtime: As Required

Weekend Work: As Required

Tentative Start Date: May 2010

**Job Summary &
Requirements:**

The selected candidate will provide secretarial and clerical support to assigned department (current vacancy in the Police Department) and may be responsible for receptionist duties, word processing/typing, filing, scheduling, composing correspondence, preparing reports, transcribing, and/or other related duties. This position requires a high school diploma or GED, 1-2 years of additionally related schooling, 3-5 years of related experience or equivalent education and experience, the ability to use personal computers with word processing and spreadsheet software, and the ability to type 40 wpm.

Physical/Drug Test: Post offer pre-employment physical and drug test required.

CITY OF WEST DES MOINES
Human Resources
4200 Mills Civic Parkway
P.O. Box 65320
West Des Moines, Iowa 50265-0320
515-222-3616 515-273-0601 (FAX)
www.wdm-ia.com
Job Line: 515-222-3522

-- The City of West Des Moines is an Equal Opportunity Employer --

This notice shall be posted in all City Departments and is not to be removed until the above-cited deadline date.

This notice may also have been distributed to recruitment and community resources in the area.